

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Processing Tech (several openings)
Position Number: 58196705
Division: Information Technology & Processing
Bureau: Processing & Retention Operations (PRO)
Grade/Salary: 7 / \$7.99/hr DOQ
Status: Permanent/Seasonal/Part Time
City: Helena
Union: No
Supplement: No
Hiring Supervisor: Deb Massett
Closing Date: Open until filled: 1st review January 5, 2007

Applications will be reviewed on a weekly basis.

Special Information: This is a seasonal position (peak work schedule is Feb-June; however additional work may be available throughout year on as-needed basis). Must be able to perform repetitive tasks, and stand or sit for long periods of time.

Role Summary and Duties: The units within Processing and Retention Operations (PRO) Bureau are responsible for processing more than 26 different tax types administered by the department as well as contracted services with other agencies. Work ranges from researching, requesting, and inputting information related to licensing and/or registration; taxpayer account maintenance; processing taxpayer information including tax records, payments, and correspondence; mail handling; records management; researching and identifying the location of documents, payments, and refunds; to performing third-party quality review of task assignments from external and internal sources. **Positions are available in data entry, cashiering and pre-registration.**

Duties may include:

Pre-registration:

- Accurately update or add basic taxpayer account information (examples: name, address, confirm return) as submitted on paper documents or electronically filed tax returns via registration functions in GenTax for the large volume tax/account types (ex. IIIT, CLT) according to desktop instructions.

Payments:

- Basic payment coupon creation for the large volume tax/account types (ex. IIIT, CLT) utilizing GenTax to assure proper posting to customer accounts; validate coupons created for accuracy according to desktop instructions.

Data Entry:

- Input and verify taxpayer tax return documentation for development of taxpayer accounts in GenTax through the data entry software program (Viking) for the large volume tax/account types (ex. IIIT, CLT, WTH) according to desktop instructions.

Competencies: Demonstrated knowledge of data entry skills and word processing, spreadsheet, database and software applications/programs relative to the role. Ability to provide timely and effective written, oral and interpersonal communication. Knowledge of department business processes and ability to apply that knowledge effectively. General accounting knowledge. Demonstrated knowledge and ability of mail handling, remittance processing, imaging and data management processing technology and associated equipment. Ability to work on multiple tasks. Demonstrated knowledge and ability in conflict resolution techniques relative to the role. Ability to proactively focus efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, actions, and results. Follow issues through to completion. Knowledge of registration requirements. Knowledge and ability to apply quality assurance/control methods and techniques.

Education and Experience: Competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to graduation from high school and coursework in typing or one year of experience as a data entry operator and/or one year clerical or bookkeeping experience. Other combinations of education and experience will be evaluated on an individual basis.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Additional Application and Selection Process: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment. Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE

Reference Check Authorization Form

Applicant's Name: _____
(please type or print)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: _____ Date: _____